

COVID-19 Response Risk Assessment

Area – The Bristol & Bath Rum Distillery

Assessment carried out by: Sam Philpotts

Date of next review: 30/09/2020

Date assessment was carried out: 4/07/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
Work activity or situations that might cause spread or transmission of the COVID19 virus	Staff exposure to COVID-19	Minimum social distancing of 1m+ in place throughout venue, where not possible PPE is available. Signage and tape in place. Staff instructed to avoid working face to face, work side by side or facing away from each other where possible. Minimising contacts around transactions, request contactless payments for all transactions where possible, we have signage in place to request contactless payments. Table service only which limits contact with customers. Guests to pay at the bar on departure	Staff training is taking place on Thursday. We will also ask for their input on our procedures. This will include enhanced hand washing regime training. Return to work interview with each member of staff to determine fitness and wellbeing. We will monitor the opening of the venue on Saturday and see if anything needs to be implemented/amended once operating. Staff strictly excluded from work if they show any symptoms and told to isolate and contact Sam/Hugo . Pre shift updates will be held with team to provide with up to date information and to raise any potential issues.
Work activity or situations that might cause spread or transmission of the COVID19 virus	Staff exposure to COVID-19	Antibacterial hand soap on all sinks. Sanitising station upon arrival and wall mounted dispensers throughout building. Hourly cleaning signature sheet of all touchpoints in venue. Gloves to be worn when cleaning. D10 to be used along with disposable blue roll. Sterilising wipes for PDQ machines after each transaction.	Staff will monitor stocks and request further stock when required. Staff will be responsible for completing hourly and daily COVID19 cleaning folder. Ensure adequate stocks of sanitising wipes are available and disposed of correctly after use. Ensure gloves are readily available and disposed of correctly after use throughout the building at BBRD
Work activity or situations that might cause spread or transmission of the COVID19 virus	Staff concerns on exposure to COVID-19	Staff instructed to inform line manager immediately of any concerns or issues regarding COVID safety. Reusable DMF face masks and visors are readily available for staff.	COVID conversation strategy – will be introduced in staff meeting 02/07/2020. Monitor advice on the wearing of face coverings. Current advice from GOV.UK is they should be worn in confined space such as shops, where people may mix with individuals from beyond their household. They do not recommend they be worn even where employees are in close proximity, describing them as less effective than other means of control.

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Situations that might cause spread or transmission of the COVID19 virus	Customer exposure to COVID-19	Minimum social distancing of 1m+ in place throughout venue, where not possible PPE is available. Table service only which limits contact with customers, installation of mobile PDQ machines which can be taken to the table. Minimising contact through transactions, request contactless payments for all transactions where possible, we will have signage in place to request contactless payment where possible throughout the building at BBRD .	We will monitor the opening of the venue on Saturday 04.07.2020 and see if anything needs to be implemented/ amended once operating. COVID Supervisor on every shift to monitor cleaning and sanitisation of all touch points in the building on an hourly basis. Checklist signed hourly and signed off at the end of every shift
Entrance Hall/Outside	Staff/Customer exposure to COVID-19	Social distancing of 1m+ for queue line, this goes across the front of the venue to the right, utilising floor stickers and barriers. Queue will begin 1.3m from the entrance so guests leaving the building are safely distanced. Separate area for smokers to the left of the building where we have a wall mounted ashtray. Welcome Hosting station upon entrance with my guest list, QR code for contact information for NHS. Hosting member of staff will effectively sit guests at tables. Making guests aware of the locations of toilets and our Sanitising station on entrance.	Door supervisors will be briefed on Friday so they are up to date with our risk assessment and plan of action. COVID secure poster will be displayed H&S officer Ian Greenhall signed off. Spec sheets available for guests and staff to ensure no allergies to sanitiser.
Ground Floor Main Bar	Staff/Customer exposure to COVID-19	2m distancing floor stickers used as visual aid for guests to ensure GOV compliance . No standing/vertical drinking, seating only. Tables distanced to 1m+ Sanitiser and PPE available.	Waiting staff will use iPhone linked to tills to take orders, they will print at the bar to designated bartender, who will prepare drinks. PDQ readers are Bluetooth so can be taken to each table; we have sanitising wipes to be used after each transaction. Music will be at a low volume to ensure no shouting Air con on to increase air circulation Customers encouraged to use app to order.

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Mezzanine Bar	Staff/Customer exposure to COVID-19	<p>2m distancing floor stickers used.</p> <p>No standing/vertical drinking, seating only. Chairs surrounding the bar to be taken out. Tables distanced to 1m+</p> <p>Sanitiser and PPE available.</p> <p>Single use menus will be available and disposed of after each use, If guests are unable to access the QR drinks menu on their smart phones.</p>	<p>Waiting staff will use iPhone linked to tills to take orders, Iphones will have ICR Touch software which is mirrored to the main tills, Drinks checks will then be printed to the main bar where we will have dispensing bartenders, solely for the dispense of table service drinks.</p> <p>Potential introduction of PDQ readers which are Bluetooth so can be taken to each table, we will have sanitising wipes to be used readily available so that the card machine is sanitised after every transaction. Music will be at a low volume to ensure no shouting</p> <p>Air con on to increase air circulation</p> <p>Customers encouraged to use app to order.</p>
Toilets	Staff/Customer exposure to COVID-19	<p>Sanitising station at entrance to bathroom corridor.</p> <p>Antibacterial hand soap in bathrooms.</p>	<p>Regular member of staff to monitor capacity; will be responsible for sanitising in between guests.</p> <p>Single urinal taped off to allow distancing.</p> <p>One sink in each bathroom taped off to allow distancing.</p>
Rum School	Staff/Customer exposure to COVID-19	<p>Where possible 2 metre social distancing will be observed, otherwise, at 1m we will have the mitigating controls below in place to manage transmission risks.</p> <p>Hand sanitiser is available upon arrival at the school for both staff and guests.</p> <p>All guests will be given a face mask and gloves on arrival to where at their own discretion.</p> <p>All staff will wear a face mask when not speaking to the group as a whole.</p> <p>Staff will avoid close contact with guests, with table service performed at a distance where possible.</p> <p>We will be table service only, with no bar service for drinks included in the experience.</p> <p>School staff will prepare/place garnishes with tongs and wear gloves.</p> <p>Regular hand washing for staff.</p> <p>Temperature checks for staff when they arrive at the venue.</p> <p>Gloves will be worn when cleaning high risk zones.</p> <p>Our toilets will be checked and cleaned every 30 minutes.</p>	<p>To be regularly monitored and reviewed after each experience.</p> <p>The rum school's response will be made public on the website and emailed to all guests prior to attending the rum school.</p> <p>Any guests will be able to respond with any concerns.</p>